

TOM SCHEDLER
SECRETARY OF STATE

STATE OF LOUISIANA
SECRETARY OF STATE

P.O. BOX 94125
BATON ROUGE, LA 70804-9125
(225) 922-1000
www.sos.louisiana.gov



HOW TO REQUEST CAMPAIGN FINANCE REPORTS

1. Must provide the **report number, the agency box number** and **the candidate's name** which can be found by calling the Ethics Board at 225-763-8777 (Fax# 225-763-8780).
NOTE: If the reports requested exceed ten (10), please fill out the *Campaign Finance Report Supplemental Form LFP 5* provided by the reference library staff.
2. After requesting the Campaign Finance Report(s) at the library reference desk, the Archives staff will pull the reports with the information needed, allowing the patron to view only three (3) at one time.
3. All copying of the Campaign Finance Reports will be completed by the library staff ONLY.
4. The patron will be informed of the number of pages and copying fee (25 cents per page) prior to copying.

During periods where Campaign Finance Reports are more frequently requested, please refer to the notice below which is posted on our website at www.sos.louisiana.gov :

"Due to an increase in requests for archived **Campaign Finance Reports**, we may require at least 24 hours notice to pull reports for review. We are sorry for any inconvenience and thank you for your patience."

Listed below are all the collections under **Campaign Reports & Campaign Finance / Expense** held at the Louisiana State Archives:

Accession Number	Title
P1988-55	SECRETARY OF STATE CAMPAIGN FINANCE REPORTS: 1982-1985
P1994-27	FEDERAL ELECTION COMMISSION CAMPAIGN REPORTS: 1974-1986
P1996-58	CAMPAIGN FINANCE REPORTS, FED. ELECTION COMM.: 1992-1994
P1992-16	CAMPAIGN FINANCE: 1983-1997
P2001-2	SPEECHES OF UNITED STATES SENATOR RUSSELL B. LONG: 1946-1983

Most important points to remember:

- Patrons may view the reports; however all copies for patrons are made by the library staff.
- Copying by library staff may require more than one business day relative to the number of pages.
- Payment must be received prior to copying.
- The archives staff can only pull one day in advance; however it may take up to 24 hours if it is a large quantity or a time of more frequent request.
- For preservation and security purposes Campaign Finance Reports can only be viewed three (3) reports at one time.
- The archives staff can not pull or provide campaign finance reports after 3pm.
- The **name of candidate, report number and agency box number** are **required** to process patron's request.